Governor's Office of Homeland Security

Fiscal Year 2008 Buffer Zone Protection Program

California Supplement

Federal Program Guidance and Application Kit

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STATE OF CALIFORNIA

Arnold Schwarzenegger, Governor

Governor's Office of Homeland Security

Matthew R. Bettenhausen, Director

Grants Management Division

Larry Davis, Deputy Director
John Isaacson, Chief

Critical Infrastructure Protection Division

Brian L. Keith, Deputy Director
Kathy McKeever, Assistant Deputy Director
Joanne Brandani, Regional Coordinator

Infrastructure Protection Grant Unit

Gayle Pitt, Program Manager

Infrastructure Protection Grant Unit Staff

Amber Lane
Scott Sano
Rakesh Sharma
Peter Town
Martin von Gnechten

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Contact Information

State Administrative Agency (SAA)	**Governor's Office of Homeland Security (OHS)** Attention: Grants Management State Capitol Sacramento, CA 95814-4900 (916) 324-8908 (916) 324-5902 Fax
SAA Grant Program Point of Contact (POC)	Martin Von Gnechten (916) 322-1511 Martin.Gnechten@ohs.ca.gov
SAA Program Manager	Gayle Pitt (916) 322-2614 Gayle.Pitt@ohs.ca.gov
Critical Infrastructure POC	Joanne Brandani (916) 445-3083 Joanne.Brandani@ohs.ca.gov

Section 1 – Application Resources

Federal Program Guidance and Updates

The U.S. Department of Homeland Security (US DHS) published the *Fiscal Year (FY) 2008 Buffer Zone Protection Program, Guidance and Application Kit* on February 1, 2008.

The *Guidance and Application Kit* may be obtained at:
http://www.fema.gov/pdf/government/grant/bzpp/fy08_bzpp_guidance.pdf

Press Release

The US DHS issued a Press Release announcing the *FY 2008 BZPP* on February 1, 2008.

The Press Release may be obtained at:
http://www.dhs.gov/xnews/releases/pr_1201882070387.shtm

Fact Sheet

The US DHS issued a Fact Sheet on the *FY 2008 BZPP* on February 1, 2008.

The Fact Sheet may be obtained at:
http://www.dhs.gov/xnews/releases/pr_1201882312614.shtm

Information Bulletins

The US DHS Information Bulletins for numerous homeland security grant program, including BZPP, provide grant updates, information, clarification, and requirements throughout the life of the grant.

The US DHS Information Bulletins may be viewed at:
http://www.ojp.usdoj.gov/odp/docs/bulletins.htm

California Supplement

This *California Supplement* to the Federal Program Guidance is intended for use by the Operational Areas and Responsible Jurisdiction Organizations to complement the federal guidance published by the US DHS National Preparedness Directorate. It provides additional guidance and information on administering the program through the California Office of Homeland Security, including key points of contact, important subgrantee due dates, and fiscal reporting.

The California Supplement may be obtained at OHS's website under Grant Management Division:
http://www.ohs.ca.gov/grants_infrastructure_protection.html

Responder Knowledge Base

The Responder Knowledge Base (RKB) was created to provide Emergency Responders, purchasers, and planners with a trusted, integrated, on-line source of information on products, standards, certifications, grants, and other equipment-related information. The website contains the Authorized Equipment List (AEL) for the various homeland security programs, including BZPP.

Refer to the BZPP Federal Guidance for specific AEL categories allowable for BZPP grant recipients.
http://www.rkb.us

Homeland Security Standards and Guidelines	The U.S. Department of Homeland Security's Science and Technology Directorate has adopted and made available guidelines for equipment standards and information sharing tools to assist local, state and federal procurement officials, as well as manufacturers. http://www.dhs.gov/xfrstresp/standards
Target Capabilities List	The Target Capabilities List (TCL) contains 37 core capabilities that describes and sets targets for the capabilities required to achieve the four homeland security mission areas: Prevent, Protect, Respond, and Recover. The TCL may be found within the RKB's website: http://www.rkb.us
National Priorities	There are eight National Priorities that can be found within the National Preparedness Guidelines, September 2007. The priorities reflect major themes and recurring issues identified in national strategies, presidential directives, State and Urban Area Homeland Security Strategies, the Hurricane Katrina Reports, and other lessons-learned reports. http://www.dhs.gov/xprepresp/publications/gc_1189788256647.shtm
National Infrastructure Protection Plan and Sector Specific Plans	The National Infrastructure Protection Plan (NIPP) and supporting Sector-Specific Plans (SSPs) provide a coordinated approach to critical infrastructure and key resources (CI/KR) protection roles and responsibilities for federal, state, local, tribal, and private sector security partners. The NIPP sets national priorities, goals, and requirements for effective distribution of funding and resources, which will help ensure that our government, economy, and public services continue in the event of a terrorist attack or other disaster. Homeland Security Presidential Directorate-7 (HSPD-7) identified 17 CI/KR sectors and designated Federal Government Sector-Specific Agencies (SSAs) for each of the sectors. Copies of these plans are available on DHS's website: http://www.dhs.gov/xprevprot/programs/editorial_0827.shtm
Protected Critical Infrastructure Information	The Protected Critical Infrastructure Information (PCII) is an information-protection program that enhances information sharing between the private sector and the government. The Department of Homeland Security and other federal, state and local analysts use PCII to: (1) analyze and secure critical infrastructure and protected systems; (2) identify vulnerabilities and develop risk assessments; and (3) enhance recovery preparedness measures. http://www.dhs.gov/xinfoshare/programs/editorial_0404.shtm

Section 2 - Timeline

FY 2008 BZPP Subgrantee Timeline

US DHS announcement of FY 2008 BZPP	February 1, 2008
Vulnerability assessments conducted on funded sites	February -August 2008
SAA applications due to DHS	March 17, 2008
State Preparedness Report due to DHS	March 31, 2008
DHS will review and act on applications	May 16, 2008
Sites must submit Buffer Zone Plans (BZPs) and Vulnerability Reduction Purchase Plans (VRPPs) to the SAA through CIP Division of OHS.	October 1, 2008*
SAA must submit BZPs and VRPPs for each site to DHS	November 30, 2008

* Any request for an extension will be reviewed on a case by case basis.

Section 3 – Overview

Funding Availability   The FY 2008 BZPP makes available $48,575,000 nationwide. $7,379,000 has been identified for use in California.

Program Overview   The BZPP is a targeted infrastructure protection program that provides funds to build security and risk-management capabilities at the State and local levels that will help protect critical infrastructure from acts of terror. Specifically, the program helps to implement BZPs by providing funds to support planning and equipment acquisition. BZPs help identify preventive and protective measures that make it more difficult for terrorists to conduct surveillance or launch attacks within the immediate vicinity of high-risk critical infrastructure assets. BZPs are developed in cooperation with DHS, State, local officials, and private sector to help increase the preparedness capabilities of the local jurisdictions responsible for the security of surrounding communities.

OHS will initiate a vulnerability assessment to be conducted on each funded site. This site assessment is a critical element in the BZPP process and will include key stakeholders in the protection and security of the site. Upon completion of an assessment, the responsible jurisdiction in conjunction with the Operational Area (OA), shall complete and submit to OHS a BZP and VRPP for the funded site. The BZP and VRPP must be approved by OHS and DHS before procurement and implementation of projects designated in the VRPP can begin.

OHS will request PCII validation for each BZP and VRPP and will complete the express and certification statement located within the BZP. Further information regarding PCII, please refer to the *Guidelines for the Submission of Buffer Zone Plans Under the Protected Critical Infrastructure Information Program.*

Maximum subgrant   Award amounts are based on a multi-tier system of Critical Infrastructure/ Key Resource (CI/KR) sites designated by DHS. Since specific sites and their locations are sensitive, DHS has directly contacted each State with information regarding the identity, location and funding amounts.
Tier 1 site will received up to $3.2 million
Tier 2 sites will received up to $199,000

Match Requirement   There is no cash or in-kind cost share for FY08 BZPP.

Management & Administration   A maximum of up to three percent (3%) of funds awarded may be retained by the State, and any funds retained are to be used solely for management and administrative (M&A) purposes associated with the BZPP award. States may pass through a portion of the State M&A allocation to local subgrantees to support local management and administration activities.

Grant Performance Period	36 months from date of grant award to SAA.

Review /Evaluation Process	Since the use of FY 2008 BZPP funds must be consistent with the State and/or Urban Area Homeland Security Strategy, the BZP and VRPP must be coordinated between the SAA, State Homeland Security Advisor (HAS), Urban Area Working Groups, Regional Transit Security Working Groups, Area Maritime Security Committees and any other applicable State strategy planning teams.
	The BZP and VRPP must be provided to the SAA to coordinate BZPP implementation. The SAA, in coordination with the HSA, must certify that each BZP and the requested activities in the VRPP support the statewide CI/KR protection program, as directed in the National Infrastructure Protection Plan (NIPP), and the implementation of the NIPP national priority. Upon certification, the SAA will submit the BZP and VRPP for each site to DHS for approval.
	Upon review and approval of BZPs and VRPPs by DHS, the SAA will be notified. The SAA will then notify the responsible jurisdictions that they may drawdown funds.

Eligible Applicant	OHS is the SAA for California and is the eligible grant applicant in the FY 2008 BZPP process.

Eligible Subgrant Applicants	The OAs are the eligible subgrantees for this grant. OAs will request reimbursements from the SAA (OHS). The funds will then be transferred to the eligible subrecipients to fund their projects.

Eligible Subrecipients	Responsible Jurisdiction Organizations (RJOs) are the subrecipients of funds. As the final recipient of funds, they will purchase equipment as outlined in their VRPP. Since this grant is not competitive, determination of site funding is made by DHS.

Eligible Activities	FY 2008 BZPP allowable costs are divided into the following three categories:
	1. Planning
	2. Equipment Acquisitions
	3. Management and Administration (M&A)
	For a further information on these categories, please refer to the federal BZPP Federal Guidance and Application Kit.

Section 4 – Subgrant Application Process

BZP and VRPP Submittal   Eligible subrecipients must submit their BZP and VRPP to the Critical Infrastructure Protection Division of OHS by October 1 for certification. Subrecipients should ensure that all sensitive materials follow the requirements of PCII.

Application Submittal   The SAA will submit the application for California via Grants.gov by the application due date. The SAA will also submit certified VRPPs and BZPs through the Office of Domestic Preparedness (ODP) Secure Portal.

Eligible Planning Costs   Responsible jurisdictions may use BZPP programmatic funds to support multi-discipline prevention and protection-focused planning activities specific to the selected facility. However, the priority should continue to be on mitigating equipment and resource shortfalls identified in the development of the BZPP.

Eligible Equipment Costs   **BZPP Allowable Equipment Categories in the AEL**

[2] Explosive Device Mitigation and Remediation Equipment
[3] CBRNE Operational Search and Rescue Equipment*
[4] Information Technology
[5] Cyber Security Enhancement Equipment
[6] Interoperable Communications Equipment
[7] Detection Equipment
[10] Power Equipment
[13] Terrorism Incident Prevention Equipment
[14] Physical Security Enhancement Equipment
[15] Inspection and Screening Systems
[16] Agricultural Terrorism Prevention, Response, and Mitigation Equipment
[20FP] Intervention Equipment - Equipment, Fingerprint Processing, and Identification*

* Only select sub-categories within AEL Category 3 and 20 are eligible for FY 2008 BZPP funding. These sections include: 3OE-02, 3OE-07, 03SR-03-LSTN, 03OE-03-LTPA, 03OE-04-LTHH, 03OE-04-LTHE, 03SR-03-SCAM, 03SR-05, 03WA-01-PROP, 03WA-01-ULHH, 03WA-01-ULIT, 03WA-01-UWMD, 03WA-02-SONR, and 20FP.

Eligible Management & Administrative Costs   A maximum of up to three percent (3%) of funds awarded may be retained by the State, and any funds retained are to be used solely for management and administrative (M&A) purposes associated with the BZPP award. States may pass through a portion of the State M&A allocation to local subgrantees to support local management and administration activities.

Section 5- Post DHS Award - Subgrant Applications

Subgrant Application Components

Subgrantees will be required to submit subgrant application to the SAA prior to final award of grant funds.

A completed application will include all of the following components.

- **Completed OHS Financial Management Forms Workbook**
  - Submitted electronically to the ODP Secure Portal

Application Cover Sheet
Grant Management Roster
Project Ledger
Project Description
Equipment Inventory Ledger
Authorized Agent form with appropriate signatures

- **Governing Body Resolution – Mailed**
- **Signed Original Grant Assurances – Mailed**

The **Financial Management Forms Workbook** can be found at
http://ohs.ca.gov/grants_fiscal_reporting.html

Subgrant Application Approval

The subgrantee will receive written notification of BZP and VRPP approval and subgrant award from OHS. For information on BZP and VRPP status, please contact the Critical Infrastructure POC, Joanne Brandani at Joanne.Brandani@ohs.ca.gov. For grant-related questions contact the grant program POC, Martin von Gnechten Martin.Gnechten@ohs.ca.gov.

Post Award Modifications

Post award budget, scope and time modifications must be requested using the VRPP by the subgrantee's Authorized Agent, and submitted to OHS. Upon approval, OHS will submit the revised VRPP to DHS for formal approval. Modifications are reviewed on a case by case basis. The subgrantee will be instructed to make the required changes in the National Preparedness Directorate's Grants Reporting Tool (GRT) https://www.reporting.odp.dhs.gov .

The subgrantee may implement the modifications, and incur associated expenses, **after** receiving **written final approval** of the modification from OHS.

Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

Subgrantee Performance Reports

Subgrantees must prepare and submit performance reports to OHS for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed. Subgrantees must complete a Biannual Strategy Implementation Report using the GRT, and will also be required to submit additional information and data requested by OHS.

Monitoring Subgrantee Performance

OHS currently conducts a program of subgrantee monitoring. The monitoring will focus on the subgrantees' administrative, programmatic and fiscal management of the grant(s).

These reviews may include, but are not limited to:

- Eligibility of expenditures.
- Comparing actual subgrantee activities to those approved in the subgrant application and subsequent modifications, if any.
- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
  - Grant Assurances.
  - Information provided on performance reports and payment requests.
  - Needs and threat assessments and strategies.

Suspension or Termination

OHS may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.

Before taking action, OHS will provide the subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

Closeout	OHS will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information; and
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- Is owed additional funds, OHS will send the final payment automatically to the subgrantee.
- Did not use all funds received, OHS will issue an Invoice or Grant Modification letter to recover unused funds.

In the **Grant Closeout letter**, OHS will notify the subgrantee of the start of the record retention period for all programmatic and financial grant related records.

NOTE: **Failure to maintain all grant records for the required retention period could result in a reduction of eligible grant activities, and an invoice to return costs associated with the unsupported activities.**

Payment Request Process	To request reimbursement payment of FY 2008 BZPP funds, complete a payment request form using the OHS Financial Management Forms Workbook and return it to the appropriate Program Representative in the Grant Management Division at OHS.

OHS Financial Management Forms Workbook

http://ohs.ca.gov/grants_fiscal_reporting.html

NOTE: **Payments can only be made if the subgrantee has an approved application, valid Governing Body Resolution and valid Grant Assurance form.**

Financial Management and Reporting Workshops	OHS conducts regular workshops on grants management, financial management and grant reporting. Please contact your OHS Grant Program Representative for more information.